

CRAVEN COUNTY, NORTH CAROLINA

Employment Vacancy Posting

POSITION: Processing Assistant III (Position #229-30)
LOCATION: Craven County Health Department – Adult Health Unit
HIRING RANGE: \$24,943 - \$26,140
JOB TYPE: Full-time/Permanent/Non-Exempt
POSTING DATE: July 9, 2015
DATE AVAILABLE: July 23, 2015
CLOSING DATE: Open Until Filled

PRIMARY PURPOSE OF POSITION

The primary purpose of this position is to provide clerical support to the Physician, Physician Extenders and nursing staff.

ESSENTIAL JOB FUNCTIONS

Computer skills with emphasis on data entry, word processing and spreadsheets. Some knowledge of medical terminology and the ability to determine financial eligibility. Services include screening, referral, follow-up, education, and treatment of prenatal patients. Schedule appointments. Make copies of records. Answer incoming telephone calls. Retrieve and file lab work or other patient correspondence. Type correspondence for clinic personnel. Ability to work with the public. Ability to speak Spanish preferred. This position is in the Adult Health/Maternity Unit.

ADDITIONAL JOB FUNCTIONS

Provides back-up for clerical staff in Adult Health when needed. Assemble forms and copy patient records. Serve on department committees as assigned. Transport maternity records to Carolina East Medical Center or East Carolina Women's Center. The Processing Assistants in this unit may be required to flex their time to deliver updated information regarding maternity patients to Carolina East Medical Center and provide lunch coverage.

MINIMUM EDUCATION AND EXPERIENCE

High school graduation or equivalent and demonstrated possession of knowledge, skills and abilities gained through at least one year of office assistant/secretarial experience; or an equivalent combination of training and experience.

HOW TO APPLY

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.oshr.nc.gov/jobs/general.htm>. Applicants must be registered at www.ncworks.gov prior to submitting an application. Resumes will not be accepted unless accompanied by a completed application. Apply to Division of Employment Security, 2836 Neuse Blvd, New Bern, NC 28560. Craven County Department contact for questions is Deborah Barmann at 252-636-4960.

Craven County is an Equal Opportunity Affirmative Action Employer.

